**Battle Grove Elementary School**

# A Message from The Principal

Our mission at Battle Grove Elementary is to develop a community of learners who achieve excellence in academics and citizenship. We will do this by providing a safe, engaging learning environment that fosters collaboration between students, families, teachers, administrators, and the North Point Village Community. We do this so that our students become healthy, pro-active, productive citizens with the skills and attitudes necessary to compete and contribute positively on local, state, national, and global levels.

We believe that in order to realize this mission, the home and school must work in partnership. Your involvement in your child’s education continues to make the difference.

This handbook has been provided especially for you. The purpose of the handbook is to provide important information about our school. When you have a question about a school policy or program, this handbook provides a great first source of information.

Let’s keep the lines of communication open. Please do not hesitate to call us at any time. We welcome questions and concerns. It’s also nice to hear the good things you might have to say. We look forward to our partnership!
 Kristi Enriquez

Kristi Enriquez, Principal

***Battle Grove Handbook***

**Policies and Procedures**

**School Hours**

Our regular school day begins at 8:45 a.m. (the first bell rings at 8:30) and ends at 3:15 p.m. It is our hope that students will ride their assigned bus, especially for the first week of school, in order to become familiar with their pick-up time and bus driver.

Students who are transported by parents ***should not arrive before 8:30*** a.m. Adult supervision is not provided before this time, as teachers are not on duty until 8:30 a.m. The school cannot assume responsibility for the safety of your child prior to the start of the school day or once the school day has ended. Should you require childcare prior to 8:30 a.m. or after 3:30 p.m. you may wish to look into daycare services. Before and after school child care is housed at Battle Grove Elementary provided by Tammy Kolb. If interested you may reach Helen Anderson at 443-928-1578. The hours for the program are 7:30 to 8:30 a.m. and 3:15 – 5:45 p.m. .

**Morning Arrival**

School doors at the parent pick-up loop are kept locked during the school day for security reasons. Since morning arrival time is between 8:30 and 8:45 a.m., adult supervision is provided at that time and students can enter there during that time frame. However, all adult visitors to the school must enter through the main doors and report directly to the office for a visitor’s pass. After 8:45 a.m., doors will once again be locked for security reasons.

1. Students in grades Pre-kindergarten through 5 should enter through the front doors and proceed directly to their classrooms where their teachers will be ready to greet them.
2. Walkers should walk to the intersection of St. Monica and St. Patricia where they can cross with the assistance of the crossing guard.
3. Please ensure that you and your children use the crosswalks at all times. Adults will be stationed at each crosswalk to oversee the safety the children.

**Afternoon Dismissal**

It is very important that students have a clear understanding of how they are to go home in the afternoon. Students should follow these guidelines:

1. Pre-kindergarten and kindergarten students who are CAR RIDERS will exit the doors at the end of the primary hallway by the kindergarten rooms. Parents who are meeting their children may pick them up at this exit. Pre-kindergarten and kindergarten walkers will be dismissed from the outside gym doors.
2. First and second grade walkers and car riders will be dismissed outside their classroom doors. This will help clear the area for our bus riders and intermediate students to be dismissed as well as enhance the organized dismissal procedures for our primary students. Please see the map below to locate the door where you will pick up your child.
3. The remaining CAR RIDERS and WALKERS in grades 3-5 will be dismissed through the front main lobby doors. Parents/guardians of these students may meet them at the front exit door.
4. If you are unable to find a parking spot, please park on the street and then walk to meet your child. ***It is important that you refrain from circling or double parking in the parking lot as this causes a safety issue when parents and children return to their cars. Please do not park in an alley.***

****

**Late Arrivals**

It is very important that all students arrive on time to school. A late arrival means that the student starts the day at a disadvantage. **All students are expected to be in their seats, ready to begin work, at 8:45 am.** Students arriving after 8:45 a.m. are considered late and should follow these guidelines:

1. Parents should park in the school parking lot to the right of the building by the kindergarten doors and enter through the front door to report to the office.
2. Parents should provide the secretary with a reason for their child’s tardiness.
3. At that time students will receive a late slip which they can give to their classroom teacher **and** their name will be removed from the absentee list.
4. These slips are maintained to document late arrivals.
5. Days tardy are reflected on the report card. Letters will be sent to parents of students with multiple late arrivals.
6. If your child is late to school, he/she will not receive a breakfast. Breakfast is served from 8:30 – 8:45 a.m.

**Early Dismissal**

Should it be necessary for you to pick up your child prior to the end of the day:

* Either a parent, or an adult provided authority to pick up your child by listing his/her name on your child’s emergency forms, must report to the school office and show proper identification.
* Your child will be paged to come to the office.
* You will need to sign the dismissal log in the office.

Please know,

* Children will not be dismissed to adults without ID, or to an adult not listed on their emergency forms.
* We cannot have your child packed up and ready in the office, as this further disrupts instructional time. Students will be called to the office upon your arrival.
* We cannot accept authorization for someone to pick up your child over the phone, as we are unable to verify the identity of the person we are speaking with on the telephone. This is why it is important you maintain up to date emergency contact forms with the main office.

**Leaving School With Others at Regular Dismissal Time**

If you wish your child to dismiss school with someone other than a guardian, **you are required to write a note** stating the name(s) of the person(s) who will be calling for your child. **The person picking up your child MUST be on the Emergency Contact Form that was provided at the beginning of the year.** These forms may be updated throughout the year and will be sent home periodically.

**School Records**

At the beginning of each school year, parents will be asked to complete an Emergency Contact Form. It is extremely important that the office be informed when/if any of this information changes. The information is used to contact parents when a child becomes ill or is injured, therefore, the importance of up-to-date information is imperative.

If you have legal custody of your child, please make an appointment early in the year to see the administration or guidance counselor to discuss this matter. Custody papers and other related legal documents are required to be on file at school.

# Home/School Communication Folders

Every child at Battle Grove will receive his/her very own “Thursday Folder.” This folder is to go home every week and be returned by students on the next school day. Items such as bulletins, information from teachers, and homework will go home nightly in the classroom folders. Parents are asked to review all folders nightly, pull out appropriate materials, and check homework. In turn, parents can use folders to communicate with teachers.

## Communication with Teachers

The best way to communicate with the teaching staff is by sending an e-mail message. Every teacher has an individual e-mail account and you may ask them for their e-mail address. You may also use the messaging feature in BCPSOne for communication. Just a reminder, phone calls to indicate a change in pick up for a child must be shared directly with the office staff, not left as an email message.

**Visitor and Volunteer Sign‑in**

ALL persons entering the building are required to report to the school office with a photo ID. You will then be raptured into the system and a badge will be printed out for you. While in the building, you need to wear the badge at all times for security reasons. **Parents will not be permitted to the classroom to drop things off for their children as it interrupts the instructional program for all students. Please come to the main office and needed items will be delivered to your child.**

Volunteer sign in also requires a visitor’s pass. You must have a photo ID and be raptored in the system. Please be sure to wear your volunteer badge at all times. All school volunteers must go through a Volunteer Training and complete a Volunteer Application before being approved to volunteer in the schoolhouse. You may do the Volunteer training on line from the BCPS website. **Please note that one must be an approved volunteer to act as a chaperone on a field trip. You must complete the volunteer application every year.**

www.bcps.org/community/volunteer\_info/

**Withdrawal From School**

If it is necessary to withdraw a child before the end of the school year, please inform the school several days in advance. It is necessary for the office and the teacher to prepare written information and records in preparation for the transfer of student data from one school to another. The school will need:

* Your new address
* The name and address of the new school
* Your signed consent for release of records if transferring outside of BCPS.

**Attendance**

Your child is expected to attend school daily unless you have a lawful reason for being absent, in accordance with BCPS policy and rule 5120. Upon your child's return to school he/she will need to provide:

* A note explaining the reason for the absence
* The date(s) of the absence
* A parent signature

Students will be rewarded each quarter if they are absent one day or less and arrive on time every day with two or fewer “tardies.”

**Make‑up Work for Prolonged Excused Absences**

In the case of prolonged absence such as for illness, it is recommended make-up assignments be requested by the parent. Arrangements can be made by contacting the school office. Teachers will need adequate time to gather materials and information for these assignments. Assignments will be available for pick up in the office at the end of the school day. Students will have the same number of days they were absent to make up the work (e.g. 5 days absent, 5 days) to make up work.

**Lunch**

Students have three choices for lunch on a daily basis. One of the choices is a yogurt box lunch which has yogurt, string cheese, granola clusters or swirl roll choice of fruit vegetables and milk. Some students may choose to bring their own lunch from home. Milk, juice, water, ice cream and various snacks may also be available for purchase. A price list for all items is provided for students at the beginning of each year. If students forget to bring money for their lunch, they will be provided with one and charged accordingly. The Office of Food and Nutrition will extend credit for 2 meals or up to $6.00 before funds need to be provided.

**Nutrition Express Program**

The school cafeteria uses a computerized point-of-sale system.  Every Baltimore County Public School Student has an account.  The system is programmed to know which students are eligible for free and reduced priced meals.  A student's status is always confidential. The Nutrition Express Account is used by all students regardless of their eligibility status. We encourage all parents to complete the Free and Reduced Meal application as soon as possible in the school year.

**Student Behavior Handbook**

All students will receive a copy of the Student Behavior Handbook during the first few weeks of school. The Principal will meet with each grade level to discuss the content of the handbook with all students. The handbook is then to be taken home by the child and shared with a parent. Once you have reviewed this manual with your child there is a page for you to sign and have your child return to his/her teacher**. This will then be collected by the administration and kept on file throughout the year.**

**Behavior Policy**Our school follows a ***Code of Conduct***.

* I am RESPECTFUL
* I am RESPONSIBLE
* I am SAFE
* I am PREPARED

Each teacher implements our school wide behavior management plan. It is our expectation that these guidelines will lead students to behave in a manner that will promote a productive learning environment. Our students are expected to know and follow the Code of Conduct and procedures of the classroom and the school.

**Guidance**

Battle Grove Elementary School has a full time school counselor, Mrs. Westdorp. Our counselor uses an educational approach to problem solving and is a resource in our school. Mrs. Westdorp interacts with the students at Battle Grove by providing classroom guidance, assemblies, counseling groups, and individual referrals. Mrs. Westdorp also consults with members of the Battle Grove staff and is available for parent conferences in order to discuss individual concerns about your child. Our counselor leads Battle Grove Elementary’s themed character education program in which all students in kindergarten through fifth grade participate. In this program, students and parents have numerous opportunities to learn about a specific character trait throughout each month. At the end of the month, teachers will nominate all of the students who have consistently demonstrated the themed trait.

**Inclement Weather County Wide Closure Procedures**

\*Please note Battle Grove Elementary cannot call parents concerning county wide school closings and individual plans for children as there are several hundred students in the school. Emergency closings may also mean that the phone lines are not in service. (The only exception is if Battle Grove is the only school to close due to an emergency such as a broken water pump. In that case, the school staff must have direct verbal contact with parents in order to release students.)

When it is decided that schools are to be closed for inclement weather or excessive heat, announcements will be made by local television, radio stations and through the Internet. These announcements are made for the cancellation of school, as well as for delayed openings and early dismissals. Parents are encouraged to visit the Baltimore County Public Schools’ website at [www.bcps.org](http://www.bcps.org) to get up to date information about school closings, delays, or early dismissals.

###### Delayed Openings and Early Dismissals School Closing Policies

One hour delay – **Battle Grove will open for students at 9:30 a.m.** Students may not be in the building prior to this time. The tardy bell will ring at 9:45. Breakfast will not be available on days with delayed openings.

Two hour delay –**Battle Grove will open at 10:30 a.m.** Students may not be in the building prior to this time. the tardy bell will ring at 10:45. Breakfast will not be available on days with delayed openings.

One hour early dismissal – **Battle Grove will dismiss at 2:15 p.m.** Afternoon pre-kindergarten students will be dismissed with students in grades K-5 and will travel home on the same buses with these students. Lunches will be served to students as usual.

# Two hour early dismissal – Battle Grove will dismiss at 1:15 p.m. There will be no afternoon pre-kindergarten. Lunches will be served to students as usual.

# Three Hour Early Dismissal - Same procedure as Two-Hour Closing. Dismissal time for Battle Grove will be 12:15 p.m. Lunches will be served to students as usual.

**Conferences**

Conferences provide an opportunity for communication between home and school. Conferences can be initiated by the teacher or parent. If you would like to schedule a conference with your child's teacher, please contact the teacher by sending in a note, sending an email, or calling the front office. Indicate the reason you are requesting a conference, as it will help the teacher to be better prepared to discuss the issue(s) at hand. It would also be helpful for you to indicate times and dates you are available.

**Mandatory Conferences**

Mandatory kindergarten conferences are held in the fall and spring. Conferences are held in November for the entire school. Schools will be closed to hold the conferences.

**Field Trips**

Frequently, field trips are scheduled to extend the students' learning experiences. Notices will be sent home describing each field trip. It is imperative that the required permission slip be signed and returned by parents. If your child is absent on a field trip day, we are unable to reimburse the field trip fee. The field trip fee is based on a predetermined number of students and the money is disbursed before the trip. Often there is a need for several parent volunteers to accompany children. If you are an **approved volunteer** who is selected to assist during a field trip please make every effort to attend. **Siblings are not permitted to attend field trips. Students attending school sponsored field trips must ride the bus to and from the destination.**

**Supervision on Field Trips**

There are several things it is important for you to be aware of when you are acting as a chaperone on a field trip. You are assuming the supervisory responsibility for students and their safety.

* Never take students off site without the prior knowledge and approval of the teacher-in-charge.
* Since this is an educational activity, **siblings are not allowed to attend**. Other daycare arrangements will need to be made by the parent.
* Smoking is not permitted at any time on a field trip.

**Volunteer Guidelines**

Battle Grove Elementary has enjoyed the support of many parents in a variety of volunteer roles. We encourage your involvement in the Battle Grove school program. Volunteers can serve in both instructional and non-instructional roles. If you are interested in becoming a volunteer at school please contact your child's teacher, the office staff, or the PTA to inquire as to how you may be of assistance.

To ensure a safe and quiet learning environment, infants and younger siblings are not permitted in the classrooms while parents are volunteering. Please make arrangements for child care prior to volunteering.

You may come to the school to do the volunteer training, call and make an appointment with Mr. Croke. **State Law requires that all volunteers be trained annually in Child Abuse and Neglect policies and procedures.**  Volunteers will also have the opportunity to complete the Volunteer Application in which a background screening will take place to verify that they meet the county and state requirements for working with children. **ALL FIELD TRIP CHAPPERONES MUST BE AN APPROVED VOLUNTEER**

**Toy Alert**

To prevent loss or damage, students should only bring toys and personal recreation items to school when they are needed for an assignment or when requested by teachers. Battle Grove Elementary will not be responsible for any items brought to school. Please see the Behavior Handbook for further information regarding electronic devices and contraband items.

**Dress Code**

The Board of Education of Baltimore County (Board) is committed to providing a safe and secure learning environment that is conductive to student learning. While student dress and appearance are the responsibility of students and their parents, the Board believes that dress and appearance should not interfere with any aspect of the educational process (Policy 5520).

**Rule 5520**

1. Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.
2. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students (please see Rule 5520 for specific examples)

**School Nurse**

Battle Grove Elementary has a full time nurse in the building. She provides first aid to sick and injured children and staff, serves as a resource person, provides health screening and implements health related laws.

The health and well being of your child are primary concerns while your child is in school. In order to ensure and maintain his/her good health and safety, please take a few minutes to review the following guidelines:

* If your physician decides it is necessary for your child to receive a medication during the school day, the approval and specific directions must be provided to the school by the physician. **Parents must bring the medication to the school in the original box or bottle with the current prescription label on the container.** **All** medications **(even over the counter medications)** require a written physician’s order. **Students are not to have medications in their possession or in their locker at any time**.
* Please keep all home, work, and emergency phone numbers at school up-to-date. When children become suddenly ill or injured at school, it is essential that we have current phone numbers.
* Please keep the nurse informed of significant changes in your child’s health. For example: changes in diet, daily medication, new allergies, and changes in physical restrictions, vision and/or hearing impairment.

**Consent for the Administration of Approved Discretionary Medications**

Baltimore County Public Schools has a program that allows for the School Nurse to administer discretionary medications in accordance with established protocols. These medications are Tylenol, Benadryl, Tums, Cough Drops, and Throat Lozenges. These discretionary medications are intended for occasional use only. This service is available to alleviate your child's minor discomforts and avoid early dismissals when possible. **YOUR CONSENT MUST BE OBTAINED BEFORE ANY MEDICATION CAN BE GIVEN TO YOUR CHILD. THE PARENTAL PERMISSION MUST BE RENEWED EACH YEAR.**

**Head Lice (Pediculosis Capitus)**

Head lice are parasitic insects found on human heads. Head lice infestation (pediculosis) is a relatively common childhood condition. It is not known to cause any human disease. The condition can cause itching; some children can develop infections from excessive scratching. Head lice are NOT a sign of poor hygiene or uncleanliness. ANYONE can get head lice. If you find head lice on your child’s head, the child should be treated. Contact the school nurse for further direction. Baltimore County Public Schools has informative literature available upon request. If you are interested in learning more about pediculosis contact the school nurse for a fact sheet.

**To Send Or Not To Send Your Child to School**

The following guidelines are available to help parents make decisions as to whether a child should be sent to school. A responsible decision on the part of the parent will reduce the number of ill students at school and prevent the spread of germs. Also, frequent hand washing is a primary way to prevent the spread of these germs.

**WHEN NOT TO SEND YOUR CHILD TO SCHOOL**

* Vomiting more than once in the previous 24 hours.
* Uncontrolled diarrhea.
* Fever 100 or above degrees ‑ need to be fever free for 24 hours without fever reducing medication medication before returning to school.
* Pinkeye with white or yellow discharge ‑ need to be on medication for 24 hours.
* Strep infections until 24 hours after treatment ‑ notify the school if your child does have strep.
* Uncontrolled coughing ‑ if your child has an asthma attack during the night or before school and is still
experiencing wheezing or coughing. If s/he is asymptomatic and has medication in school, call the
school nurse and she will monitor the student during the day.

**What if my child has a cold or sore throat?**

* Take your child's temperature ‑ if no fever , send the child to school. (The Centers for Disease Control recommend a throat culture for any sore throat lasting three days or more).

**Should I send my child if we get up late?**

* Yes, being late is better than being absent.

**Some ways to ensure a good start to a school day:**

* Be sure your child has a regular bedtime (before 9:00 on school nights and earlier for younger students).
* Have your child decide what to wear the night before and lay the clothes out.
* Breakfast is available at school every morning starting at 8:30 a.m. when the doors open.

**Immunization Policy**

\*All students attending a public school in Maryland are required by law to have their immunizations up-to-date.

Lockers

Students may wish to keep a sweater or sweatshirt in their locker for physical education class or recess on cool days. Food items should not be kept in lockers overnight. Money and other valuables should never be kept in lockers. Locks may not be put on lockers.

**Audience Behavior**

Students are expected to demonstrate appropriate behavior during all school assemblies and evening performances. Proper audience behavior includes sitting quietly and responding appropriately to the performance.

During evening performances, siblings must remain with parents at all times. Parents should accompany children who need to use the bathroom or to go out in the hallways. Should a child become disruptive parents are asked to take the child from the performance immediately. Following these guidelines will ensure the safety of all children and the enjoyment of the performance for all those attending.

PTA – Parent teacher Association

*PTA Executive Board 2016-2017*

President – Danielle Hollenbeck

Vice President - Michelle Gaydos

Treasure – Stacy Seal

Recording Secretary – Gillian Summers

Corresponding Secretary –